



EXECUTIVE COMMITTEE

Friday, March 13, 2020

10:30 A.M. – 12:00 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

MINUTES

The Executive Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, March 13, 2020 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

John Black, Chairperson Melissa Van Hook, Vice-Chair, Telephone Scott Lindbloom, Telephone J.J. Rico, Telephone Jason Snead, Telephone
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Members Absent

Monica Cooper

Staff	Guests
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Erica McFadden, Executive Director	Susan Kavanagh, AZ Cooperative Therapies
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Marcella Crane, Staff Michael Leyva, Staff Julie Whitaker, Staff Sarah Billington, Intern	
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A. Call to Order/Welcome

Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 10:32 am. Roll call and participant introductions were completed.

B. Minutes from January 14, 2020

Chairperson John Black asked members if they had a chance to review the minutes and if there were any changes. Melissa recommended changing a typo on the last page. Motion was made to approve the minutes by Jason Snead and seconded by Scott Lindbloom. The motion unanimously carried.

C. Fiscal/Contract Update

Erica McFadden presented the fiscal/contract update, which showed all of FY 2018 funds were fully obligated, and there is approximately \$400,405 to be liquidated by September 30, 2020. For FY 2019 funds, there is approximately \$23,556 to be obligated by the end of September, and for FY 2020 funds we have 928,522 to obligate by September 30, 2020. There are plans to put out several solicitations in the next several months to obligate the money. The Council has received the full award of \$1,487,423 for FY 2020. There is approximately \$85,000 that DES is trying to draw down from FY 17 funding from ACL. They had requested the money after the September 30th close date and is continuing to work with ACL to draw down this money for work already completed in the performance period. ACL has recently been stricter, requiring several states to revert funding. The Executive Committee will be updated with the outcome.

The only contract that has been extended since the last Executive Committee is the NAU Voting Research project. Their contract date has been extended from January 31 to March 30th, 2020. Marcy will be issuing renewal applications to five contracts expiring in the summer. Based on performance, the Grants committee will make a recommendation on whether or not to renew. Two grants are going out for solicitation next week: the self-advocacy coalition building grant and the conferences/trainings sponsorship. The sheet is showing a shortfall of \$56,000. We will always over expend on budgets, knowing that organizations won't fully liquidate their funds. In addition, there are projects on this page where we are not clear will occur – e.g., the ADA 30th anniversary item for \$25,000. The plan is still to come up with ideas at the next Council meeting to always have a contingency plan in place when we need to expend money quickly.

D. Self Advocacy Coalition RFGA

Marcy went over the RFGA page by page and fielded questions from the Council. There were no changes made. The motion was made to approve the RFGA by Jason Snead and seconded by Scott Lindbloom. The motion unanimously carried.

E. Facilitator Selection Discussion

Erica McFadden shared that we need to hire a facilitator over the summer. She wanted to find someone who can help the Council with survey develop administration, and analysis, as well as strategic planning, work group facilitation, and public meetings around the next 5-year plan. It was suggested the person have facilitation and research experience, logistics, and planning, experience with disability issues, and writing skills. Members expressed the need for the Council to take the 5-year plan on the road to at least 5 different places throughout the state – preferably in underserved areas. This may increase the amount needed for this year long project. Erica stated that Lani was first going to see if current

vendors who did not have facilitation as a commodity code in their current contract could amend it or what it would entail to add it when new contracts come into place in September/October. Marcy also wanted a list of vendors to see if she knew of any that might work for the complex services we were asking for. We can also look at universities that do this through an ISA. The goal would be to get something in place by July 1, if not sooner. John Black suggested we investigate these options and bring the discussion to the next full council meeting.

F. Contingency Planning

Erica shared the need to introduce projects for Council to vote on at the next full council meeting, so we have projects in the pipeline. There needs to be a framework to introduce ideas, so staff has some direction when developing scopes of work. Erica suggested the following questions from the RFI that she could ask Council members to answer:

- Please provide a description of your project idea - include as many details as possible.
- How much would your idea potentially cost?
- Which organizations would be a partner on this idea?
- What results do you expect after one year of the project?

There were no additions to the questions. Erica said she would send this out with the report to the Council and get their feedback in a week.

G. Full Council Agenda Review

Erica reviewed how she would share work we have done in the last 5 years. Members expressed an interest in noting projects that had expired on the sheet, and to share projects that hadn't worked. This will help frame some of the issues that should continue to be addressed in the next 5-year plan.

H. Announcements

Melissa announced she was now working with HOPE group. Scott Lindbloom has been invited to the DD Advisory Council. J.J. Rico announced the 9th Annual African American Conference on Disabilities was a success with 350+ attendees. Regarding COVID-19, it may be helpful to have available supplies at ICF for 2 weeks vs. 1 week. And he expressed concern that when facilities are shutdown due to COVID-19 it may increase isolation.

I. Adjournment

John Black called for the meeting to adjourn. The motion was made by Scott Lindbloom and seconded by Jason Snead. The motion unanimously carried. The meeting adjourned at 11:57 am.